



SIXTH QUARTERLY PROGRESS REPORT
JANUARY 1, 2004 - MARCH 31, 2004

WOMEN'S LEGAL RIGHTS INITIATIVE
UNDER THE WOMEN IN DEVELOPMENT IQC

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CONTENTS

| | | |
|-------------------|---|-----|
| Acronyms | | i |
| Executive Summary | | ii |
| SECTION I | Major Activities Planned and Underway | 1 |
| | A. Objectives of the Women’s Legal Rights Initiative | 1 |
| | B. Program Implementation by Region | 1 |
| | B1. Latin America and the Caribbean: Guatemala | 2 |
| | B1a. Diploma in Gender and the Law | 2 |
| | B1b. Prosecutor Training | 3 |
| | B1c. Advocacy and Awareness | 3 |
| | B1d. Program Management | 3 |
| | B2. Europe and Eurasia: Albania | 3 |
| | B2a. Anti-Trafficking | 5 |
| | B2b. Domestic Violence | 6 |
| | B2c. Family Law | 7 |
| | B2d. Program Management | 8 |
| | B3. Africa | 8 |
| | B3a. Regional Center for Southern Africa | 8 |
| | B3b. Madagascar | 9 |
| | B3c. Benin | 10 |
| | B3d. Rwanda | 11 |
| | B4. Asia and the Near East | 11 |
| | C. Program Management, Monitoring, and Evaluation | 12 |
| | C1. Financial and Administrative Systems | 12 |
| | C2. Project Communications | 13 |
| | C3. Performance Monitoring | 14 |
| SECTION II | Timeline of Actions in Quarter Seven | 16 |
| SECTION III | Significant Results to Date | 17 |
| SECTION IV | Success Stories | 18 |
| SECTION V | Problems with Implementation | 19 |
| SECTION VI | Adjustments to Plan | 20 |
| SECTION VII | Financial Data | 21 |
| ANNEX A | Quarterly Financial Report: January 1, 2004 - March 31, 2004 | A-1 |
| ANNEX B | Zeynep Sullivan, Chemonics Field Accountant for Europe and Eurasia Trip Report: February 15 - 20, 2004 | B-1 |

ACRONYMS

| | |
|----------|---|
| ANE | Asia and the Near East |
| CAO | Citizen's Advocacy Office |
| CAEL | Council for Adult and Experimental Education |
| CAFF | Collectif des Associations de Femmes de Fianarantsoa |
| CEDPA | Centre for Development and Population Activities |
| CLIN | Contract line item numbers |
| DTS | Development and Training Services Inc. |
| E&E | Europe and Eurasia |
| ECI | Edelman Communications Inc. |
| EGAT/WID | Economic Growth, Agriculture and Trade Bureau/ Office of Women in Development |
| FA | Field accounting |
| ICITAP | International Criminal Investigative Training Assistance Program/ U.S. Department of Justice |
| LAC | Latin American and the Caribbean |
| M&E | Monitoring and evaluation |
| MOU | Memorandum of understanding |
| NGO | Nongovernmental organization |
| OPDAT | Overseas Prosecutorial Development Assistance and Training |
| OSCE | Organization for Security and Cooperation in Europe |
| PMU | Project management unit |
| RCSA | Regional Center for Southern Africa |
| UNDP | United Nations Development Program |
| USAC | University of San Carlos |
| USAID | United States Agency for International Development |
| WARI | Women's Action and Resource Initiative |
| WID | Women in Development |
| WLR | Women's Legal Rights Initiative |

Executive Summary

The Women's Legal Rights Initiative, in conjunction with United States Agency for International Development (USAID) Office of Women in Development (EGAT/WID) and USAID missions worldwide, is designed to strengthen and promote women's legal rights by enhancing opportunities for women to participate meaningfully in their societies' economic, social, and political realms. The project focuses on four key areas: 1) improving the legislative framework to better protect women's legal rights; 2) enhancing justice-sector capacity to enforce and interpret women's legal rights; 3) strengthening the capacity of civil society organizations to advocate for women's legal rights; and 4) increasing public awareness of women's legal rights. In consultation with EGAT/WID and USAID/Washington Regional Bureaus, Guatemala, Albania, the Southern Africa region, Madagascar, Benin, and Rwanda were selected as initial focus countries for WLR interventions.

During the sixth quarterly reporting period, January 2004 through March 2004, the WLR team initiated activities in Guatemala and Albania, which included training programs on women's legal rights for 23 prosecutors in Guatemala and more than 40 rural women in Albania. The WLR team also completed a draft regional action plan for Southern Africa; drafted an assessment and analysis report for Madagascar; and conducted an assessment and analysis visit to Benin. In addition, Legal Specialist Lyn Beth Neylon of MetaMetrics, who will be primarily responsible for WLR activities in Benin and Rwanda, joined the WLR team in February 2004.

Latin America and the Caribbean (LAC). In the sixth quarterly reporting period, the WLR team successfully negotiated and signed a Memorandum of Understanding (MOU) with the San Carlos University Law School to collaboratively design and implement a postgraduate diploma program in gender and the law. WLR subsequently began implementing the MOU in earnest. This included the successful completion of a training-of-trainers program in gender and the law for USAC law professors, the development of the academic curriculum for the diploma program, and the initiation of a cooperative selection process for diploma program participants, who will include justice sector officials, lawyers, especially indigenous women lawyers, and civil society advocates. In addition, WLR further advanced joint work with the Public Ministry (*Ministerio Público*), including the implementation of the first in a series of regional training programs for prosecutors on improving the provision of assistance to victims of domestic violence. Through this series of training programs, the Public Ministry will be better able to understand domestic violence as a crime and integrate a gender perspective to protect and enforce women's legal rights.

Europe and Eurasia. The WLR team successfully launched a "know your rights" campaign on the new Family Code for rural women in Albania. Using brochures developed by WLR/Albania that explain the provisions of the Code in simple language, more than 40 women were informed of their rights and responsibilities under the new law. The participants expressed great interest in the new property regimes and suggested organizing additional programs on women's legal rights in the future. This activity was implemented in partnership with the USAID-funded Land O'

Lakes Star Leaders Project, which has a network of 10,000 women throughout Albania, especially in rural areas.

Africa. In the sixth quarterly reporting period, the WLR team completed a draft regional action plan for the Regional Center for Southern Africa (RCSA) and an assessment and analysis report for Madagascar. The WLR project was also successfully introduced in Benin during a two-week assessment trip. In Southern Africa, the WLR team attended an international conference in Botswana on civil society development, which included several sessions on the lessons learned in promoting women's rights in Africa. WLR also supported the participation of a delegation from Madagascar at the conference, which networked with other civil society advocates from the region and created a strategy to share the lessons learned at the conference with colleagues and the general public in Madagascar.

Asia and the Near East (ANE). The WLR team continues to provide the ANE Regional Bureau with information about the project and women's legal rights issues. This included a report about WLR Legal Specialist Teresa Cannady's presentation of the WLR project at an international conference in Bangkok, Thailand, on gender and development in Southeast Asia, which provided an excellent mechanism to share lessons learned with development professionals in the region. The presentation also facilitated the development of networking opportunities for further dissemination of best practices in women's legal rights to the international donor community. Despite a lack of responsiveness from the Regional Bureau, WLR will continue to share all relevant documents and best practices in women's legal rights that may have an impact in Asia and the Near East.

Program management continued smoothly throughout the quarter, including the implementation of a monitoring and evaluation system.

The total amount invoiced by the project through March 31, 2004, was \$1,182,701.890.

SECTION I

Major Activities Planned and Underway

A. Objectives of Women's Legal Rights Initiative

The Women's Legal Rights Initiative (WLR) team, in collaboration with the United States Agency for International Development (USAID) Office of Women in Development (EGAT/WID), and USAID missions worldwide, is working to strengthen and promote women's legal rights by enhancing opportunities for women to participate meaningfully in the economic, social, and political aspects of society. To achieve these goals, the project coordinates with a variety of stakeholders and donor organizations to:

- Identify obstacles and constraints to women's legal rights;
- Discern gaps in knowledge and practice to rectify inequities; and
- Document and widely disseminate best practices and lessons learned in strengthening and promoting women's legal rights.

The WLR project is designed to contribute to EGAT/WID's Strategic Objective 3 (SO3) — *Women's Legal Rights Increasingly Protected* — and strengthen USAID mission strategic objectives, particularly related to democracy and governance. The intermediate results (IRs) supported by the project are:

- IR 1: Improved legislation to protect women's legal rights
- IR 2: Enhanced justice sector capacity to interpret and enforce legislation that protects women's legal rights
- IR 3: Strengthened civil society organization ability to advocate for women's legal rights
- IR 4: Increased public awareness of women's legal rights

The implementing consortium, led by Chemonics International, includes the Centre for Development and Population Activities (CEDPA), Partners of the Americas, MetaMetrics Inc., Development and Training Services Inc. (DTS), and Moore Media Group, formerly Edelman Communications Inc. (ECI).

During the first year of project implementation, Guatemala, Albania, the Regional Center for Southern Africa (RCSA), Madagascar, Benin, and Rwanda were all selected as initial focus missions with EGAT/WID, USAID/Washington Regional Bureaus, and key staff from prospective missions. In the sixth quarterly reporting period, WLR successfully implemented program activities in Guatemala and Albania that included training Guatemalan prosecutors on women's legal rights to enhance justice-sector capacity to protect women who are victims of crime and designing a public awareness campaign on the new Family Code in Albania to inform women and the general public about new legal regimes that particularly impact women's rights. The WLR team is currently planning start-up in Southern Africa and Madagascar. And with the hiring of Legal and Gender Specialist Lyn Beth Neylon of MetaMetrics in February 2004,

activity design for Benin is underway and preparation for initiating activities in Rwanda is ongoing.

B. Program Implementation by Region

In this section, we provide a summary of WLR activities planned and underway by region, namely, Latin American and the Caribbean, Europe and Eurasia, Africa, and Asia and the Near East.

B1. Latin America and the Caribbean: Guatemala

WLR activities in Guatemala focus on the development of a postgraduate diploma program in gender and the law, prosecutor training, and advocacy and awareness. These areas are discussed in detail in the following subsections.

B1a. Diploma in Gender and the Law

WLR Legal Specialist Lelia Mooney and Local Coordinator Edna Rodriguez drafted and negotiated a Memorandum of Understanding (MOU) with Dean Estuardo Galvez of the University of San Carlos (USAC) Law School. On January 26, 2004, Dean Galvez and USAID/Guatemala Democracy Team Leader Todd Amani signed the MOU at a ceremony at USAC. The MOU details our cooperative effort to develop and implement a postgraduate diploma program in gender and the law (*Diploma Estudios de Actualización en Derechos de las Mujeres y Género*) for justice sector officials, lawyers, including recent indigenous women law graduates, and civil society advocates.

Under the supervision of Ms. Mooney and Ms. Rodriguez, WLR consultant Hilda Morales Trujillo developed a training-of-trainers (TOT) program on gender and the law to select and prepare a cadre of USAC law professors to teach the diploma program. From March 8 - 15, Ms. Morales led the implementation of the TOT program at the USAC Human Rights Institute for 24 law professors, which included 15 women and 8 men. The one-week program addressed issues related to analyzing the

legal framework from a gender perspective, pedagogy in gender and the law, and advocacy. The Director of the USAC Human Rights Institute, Elisa Sandoval de Aqueche, also contributed to the TOT program. WLR is currently in the process of collaboratively selecting four professors from the TOT program to serve as the core faculty for the diploma program.



Signing ceremony at USAC. From left to right: Todd Amani of USAID/Guatemala, WLR Coordinator Edna Rodriguez, USAC Law School Dean Estuardo Galvez, WLR Legal Specialist Lelia Mooney, Juan Alberto Martinez of USAC and his assistant

Simultaneously, Ms. Morales Trujillo, Ms. Sandoval de Aqueche, and Mr. Juan Alberto Martinez, an expert in adult education, developed the curriculum for the diploma program. Courses will address issues involving women and the law; theories of power, equality, and discrimination; the impact of international human rights norms on the promotion and protection of women's rights; and the ways in which laws shape and reflect the rights of women within the family.

In cooperation with USAC, WLR developed a plan for recruiting participants for the diploma program. The plan includes disseminating information to justice sector institutions, government agencies, and civil society about the WLR project, the diploma program, and the application process. On March 27, 2004, WLR conducted an informational roundtable with the USAC Human Rights Institute that was attended by 19 USAID/Guatemala EDUMAYA-sponsored indigenous women law graduates who expressed great interest in participating in the program.

Working with USAC Law School, the largest public law school in Central America, allows WLR to achieve the greatest impact because USAC enrolls the majority of students and sets national standards for legal education. Through the gender and law diploma program, WLR will in the short term help to increase the number of law professors in Guatemala teaching from a gender perspective and law courses focusing on women's rights. In the long run, these efforts will lead to a new cadre of legal practitioners, judges, and policy makers knowledgeable about making gender-equitable decisions and interpreting and applying the law in a unbiased way. We anticipate that diploma program participants will return to their institutions and organizations to teach, advocate, and integrate a gender perspective to advance the legal status of women.

WLR Addresses Rise in Violence Against Women in Guatemala

Over the past 38 months more than 1,000 women lost their lives as victims of violence against women. In response to this tremendous rise in the number of cases of violence against women, WLR/Guatemala initiated a series of regional training programs on providing better services to victims of violence against women with the Women's Prosecutor's Office and the National Office for the Support of Victims. Twenty-three prosecutors from 8 municipalities have already successfully completed the training program.

B1b. Prosecutor Training

WLR designed a series of five regionally based training programs with the Public Ministry (*Ministerio Publico*) for prosecutors. The curriculum for the training series was developed following an assessment of District Prosecutor's Offices, the Women's Prosecutor's Office (*Fiscalia de la Mujer*), and the National Office for the Support of Victims (*Oficinas de Atención de la Victima*) conducted by WLR consultants Beatriz Estrada and Claudia Gonzalez. The program was designed in close coordination with the Public Ministry's Director of International Cooperation Ruben Gonzalez and UNICAP Director Leticia Rodriguez.

On March 16 - 17, 2004, Ms. Estrada and Ms. Gonzalez conducted the first regional training program in Panajachel, which is located in the Solola region, under the supervision of Ms. Mooney and Ms. Rodriguez. The two-day seminar focused on improving the provision of services to victims of violence against women and domestic violence while avoiding the victimization of women. Twenty-three participants attended, including 5 women and 18 men.

The participants included 2 assistant district prosecutors (*agentes fiscales*), 2 district prosecutors (*fiscales generales*), 16 assistant prosecutors (*auxiliar fiscal*), and 3 representatives from the National Office for the Support of Victims. The participants represented prosecutor offices in Nebaj, El Quiche (4), Santa Cruz de El Quiche, El Quiche (4), Solola (5), Santiago Atitlan, Solola (5), Chimaltenango (5).

B1c. Advocacy and Awareness

In order to develop a public awareness campaign with the Public Ministry, the WLR/Guatemala team conducted meetings in March 2004 with several communication companies that specialize in producing radio programs and writing promotional and educational materials. After analyzing a number of proposals, WLR entered into an agreement with Tritlon Communications for the development of five radio spots in Spanish, and five Maya Languages (K'iche', Mam, Caqchikel, Q'eqchi', and Tz'utujil) that will be distributed and broadcast through a network of community radios. Tritlon will also prepare brochures and posters in cooperation with WLR/Guatemala and the Women's Prosecutor Office.

B1d. Program Management

Throughout this quarterly reporting period, management of WLR/Guatemala activities continued in an effective manner through telecommunications including daily email exchanges and weekly telephone conference calls with the field office that cover both programmatic and administrative issues. Lelia Mooney conducted one field trip in January 2004 and another in March 2004 to work with the WLR/Guatemala team and monitor project implementation and progress toward project goals. Ms. Mooney also met with partners and established contacts with the newly-elected government administration. We plan to schedule regular visits by Ms. Mooney on a quarterly basis.

On January 20, WLR hired Erika Gutierrez as the WLR/Guatemala administrative assistant. WLR's project administrator, Annie Belt, traveled to Guatemala in January 2004 to train Ms. Gutierrez on Chemonics project management and USAID regulations, and to meet key partners and future consultants to support implementation of the country action plan. Juan Carlos Alcalde, Chemonics field accountant, also traveled to Guatemala in January 2004 and trained Ms. Gutierrez on the QuickBooks accounting software and Chemonics' accounting policies and procedures.

Contact with international organizations. From February 8 - 14, 2004, United Nations Special Rapporteur on Human Rights Yakin Ertuk visited Guatemala at the invitation of the Government of Guatemala. Her objective was to study the causes and consequences of violence against women and to formulate recommendations for an effective response. On February 9, she held a meeting with representatives from the international donor community and women's civil society organizations. Todd Amani and Oscar Chavarria from USAID/Guatemala invited WLR Local Coordinator Edna Rodriguez to attend the meeting. This provided an excellent opportunity to further disseminate information about WLR and coordinate activities with national and international organizations that focus on combating the high levels of violence against women in Guatemala.

Following the meeting with Ms. Ertuk in Guatemala, WLR Legal Specialist Lelia Mooney began discussions with Ms. Christina Saunders, Human Rights Officer at the Office of the High Commissioner for Human Rights (OHCHR) in Geneva, Switzerland, to brief her on WLR activities in Guatemala. The OHCHR is currently preparing the final report to be presented to the Commission on Human Rights in 2005. Ms. Mooney strongly encouraged coordination with OHCHR's Project Coordinator in Guatemala, Birgit Gerstenberg.

Participation at international conferences. During the last quarterly reporting period, WLR Legal Specialist Lelia Mooney attended the Inter-American Seminar on Gender and Justice organized by CEJAS (Justice Studies Center for the Americas) on November 12 - 13, 2003, in Vina del Mar, Chile. The seminar's objective was to promote discussion and debate on the challenges facing women within the justice system with an emphasis on women's participation in the justice system, gender and justice, and civil society. Panel presentations with experts from Latin America, the United States, and Germany were followed by an exchange of ideas and debate among the participants. Ms. Mooney introduced the WLR project to groups and delegations of civil society organizations and justice sector representatives from throughout Latin America. Ms. Mooney also learned about the activities of other donor agencies working on women's rights. In addition, Ms. Mooney held a series of informal discussions with women's legal rights experts and advocates from Guatemala, Paraguay, and other Latin American countries.

B2. Europe and Eurasia: Albania

During this quarter, WLR activities in Albania shifted from start-up to full implementation of the country action plan. The WLR/Albania team developed a significant level of cooperation during this past quarter with the Magistrates' School, Citizen's Advocacy Office (CAO), Organization for Security and Cooperation in Europe (OSCE), UNICEF, and the USAID/Albania-funded Land O' Lakes "Star Leader Program." As a result of these working relationships, project activities are successfully underway and new opportunities for cooperation and leveraging resources are being developed. WLR activities in Albania focus on anti-trafficking, domestic violence, and family law. Progress achieved in each of these areas is presented below.

B2a. Anti-Trafficking

The WLR/Albania Legal Advisor Emira Shkurti continued her participation in the Legal Reform Working Group of the International Consortium. The U.S. Department of Justice International Criminal Investigative Training Assistance Program (ICITAP) and the Overseas Prosecutorial Development and Assistance Training (OPDAT) Program established the International Consortium to promote and comment on legislative proposals in criminal justice affairs, which includes anti-trafficking legislation. In February 2004, a one-day conference was organized with all of the working groups within the International Consortium. At the conference, Ms. Shkurti gave a presentation about WLR's activities in Albania, including work related to anti-trafficking and domestic violence legislation.

The Memorandum of Understanding (MOU) with the Albanian Magistrates' School was finalized in January 2004. The MOU includes the design and implementation of a training series for students of the Magistrates' School. The training series focuses on three areas: anti-

trafficking, domestic violence, as well as gender awareness and sensitivity. Each of these subjects will include 14 classes of 90 minutes each, taught over 7 weeks. The courses began on March 15 and continue through early May 2004.

The anti-trafficking component of the training series focuses on the legal and social aspects of trafficking. A prosecutor from the Office of the General Prosecutor and a sociologist from a local women's rights organization are the trainers for this component. The domestic violence component focuses on the cycle of violence, rights of women and children pursuant to international conventions, legal remedies based on national law, and social implications. The course is being taught by a prosecutor and a lawyer from the Women's Advocacy Center (Tirana, Albania). The gender awareness and sensitivity component is one of the most critical elements in the series. It is imperative that judges and prosecutors have a basis for understanding these issues and are able to respond appropriately, not only from a legal standpoint, but to the sociological aspects of their cases. The course focuses on gender roles and stereotypes, understanding gender inequalities, the role of tradition and culture, and building a strategic plan to change personal and professional attitudes related to gender. Two local sociologists with a history of training in this subject area are the trainers for this portion of the program.

To mark the beginning of the new training series, an opening ceremony was held at the Magistrates' School attended by USAID/Albania Mission Director Harry Birnholz, who delivered the inaugural presentation; other USAID representatives; the director and personnel of the Magistrates' School; representatives from WLR/Albania; faculty for the new courses; students; and other invited guests. Local media gave significant coverage to the event, with reports televised on two stations and numerous articles in the print media. In his remarks, Mr. Birnholz emphasized the importance of issues related to women's legal rights and the unique opportunity for the participants to take advantage of this training in order to make a difference in their country.

We continue to plan for a seminar to be held in April 2004 on trafficking in human beings. This training program is targeted at judges of the new Serious Crimes Court, which was established earlier this year to handle cases with lengthy punishments. The Serious Crimes Court will hear future trafficking cases, so it is important that new judges have training in this area of law. Two training experts were identified for this program, including an Austrian judge with expertise in anti-trafficking measures and the design and operations of specialized courts, as well as a justice from the Albanian Supreme Court. Negotiations regarding their participation and the focus of the program were completed during this quarter and approval procedures were underway.



Opening of WLR Training Series at the Magistrates' School. From left to right: WLR Advisor Emira Shkurti, Exec. Dir. Ariana Fullani of the Magistrates' School, USAID/Albania Mission Director Harry Birnholz.

In cooperation with local partners, WLR/Albania staff continued to gather and translate materials on national and international laws, local resources, and commentaries for the anti-trafficking bench book. WLR identified a local expert who clearly understands the sociological and political contexts related to this intervention, to complete the technical portions of the bench book. Recent amendments were made to the Albanian criminal code provisions on trafficking. WLR/Albania has obtained an English translation of these amendments and is evaluating their impact. The amendments will be incorporated into the bench book and were discussed in detail during the April 2004 training. We anticipate completing the bench book during the next quarterly reporting period.

B2b. Domestic Violence

As part of WLR cooperation with the Citizen's Advocacy Office, an agreement was reached for a collaborative domestic violence program. This domestic violence initiative will draft and promote the adoption of a specific law criminalizing domestic violence. The legislative process will be combined with a public awareness campaign designed to change perceptions and raise the consciousness of the community about violence in the family. WLR/Albania provided a letter for support for CAO regarding this activity to the Dutch Embassy. It is anticipated that the Government of the Netherlands will provide additional funding to support this initiative. This is an excellent opportunity to leverage resources in order to provide a comprehensive domestic violence initiative for Albania. WLR/Albania will provide funding and technical support to ensure that an appropriate law is drafted and a successful public awareness campaign is conducted.

In March 2004, the WLR/Albania staff was invited to join the Gender Working Group, a forum initiated by the OSCE mission and the United Nations Development Program (UNDP). The group meets monthly to discuss legislation and issues concerning women. Participation at this forum is a valuable resource to obtain and share information on the status of women, to debate legislative and other measures that affect women, and to increase cooperation.

The new course on domestic violence for students of the Magistrates' School (as discussed above), is being taught by a prosecutor from the Serious Crimes Court and by a private attorney who is also member of a women's rights organization. This course offers a combination of legal and social perspectives. The trainers for the course on gender awareness and sensitivity combine academic skills and civil society perspectives. Both trainers are renowned in the field of gender studies; one is the Vice Rector of Tirana University.

WLR Begins "Know Your Rights" Campaign on New Family Code for Rural Women

WLR/Albania partnered with Land O' Lakes, which has a nationwide network of 10,000 women, to disseminate information to rural women about the new roles and responsibilities under the recently enacted Family Code. WLR trained 40 rural women on the Family Code's new property regimes and domestic violence sections and provided them with WLR brochures on the Code. This collaborative training program provided an excellent example for a public awareness campaign targeting rural women as well as cooperation between USAID implementing partners.

B2c. Family Law

The new Family Code went into effect in late December 2003; implementation began this quarter. The English translation of the Family Code, which was prepared by WLR/Albania during the last quarter, has been distributed to numerous partners, government agencies, NGOs, and others in Albania, and to women's groups in Serbia, and Macedonia. The translation has led to a number of new partnerships and opportunities with other donor organizations. It will soon be available on the website of the Open Society (Soros) Foundation. This website is a source of laws and information regarding the Albanian justice system.

As part of the public awareness campaign, WLR/Albania developed a series of brochures to inform citizens of their rights and duties under this new law. The first brochure is about the rights and obligations of marriage. The second offers clear and simple explanations of marital property regimes and the options available to spouses. The third brochure details the aspects of marriage contracts, a new concept in the Albanian legal setting. Over 3,000 copies of the brochures have been distributed throughout the country with the assistance of various partner organizations and through WLR activities.

WLR/Albania is cooperating with the USAID-funded Land O' Lakes "Star Leaders Project," which works to build local capacity to grow healthy animals and obtain quality dairy products. The project has created a network of rural women to whom they offer advice and training. The WLR Legal Advisor Emira Shkurti presented training sessions for 2 groups of 20 women from two villages in rural Albania, Maminas in the Durrës District and Synej in the Kavaja District. She told participants about the provisions of the new Family Code and distributed the family law brochures. The women were particularly interested in the new property regimes and the provision on domestic violence. The participants suggested that additional training on this subject should be held with a larger group, including male participants. Additional training sessions will be conducted next quarter in other rural locations. The WLR staff contributed information about this activity for a success story that was published on the Chemonics website.

WLR/Albania is continuing its discussions with the Magistrates' School and local civil society organizations to provide training to sitting judges and other legal professionals on the Family Code during the next quarter using the family law bench book. A U.S. expert in family law will collaborate with local specialists to develop the family law bench book. We anticipate that it will be completed during the next quarter and distributed to all judges currently handling family law cases.

In cooperation with UNICEF, WLR/Albania began to develop a "Client's Guide to the Divorce." UNICEF expressed interest in financing the printing of the guide and we are negotiating to finalize the terms of cooperation on this activity. The guide will be a tool for legal practitioners to help clients in the process of divorce. The guide will explain in lay terminology the legal process, rights and obligations, and will offer practical advice to the client on getting through this difficult time.

B2d. Program Management

Throughout this quarterly reporting period, WLR continued effective management of Albania country activities through daily emails and weekly teleconferences to address all programmatic and administrative issues. On February 6, 2004, WLR hired Manjola Orgocka to replace Flacelia Celsula as administrative assistant. Ms. Celsula resigned due to personal reasons that required her to leave Albania. To ensure a smooth transition, Ms. Orgocka trained for two weeks with the former assistant. This overlap period coincided with the visit of a Chemonics field accountant, Zeynep Sullivan, who installed the QuickBooks program and trained staff to use it and Chemonics' financial systems and policies. Annex B of this report includes a detailed account of the training as presented in Ms. Sullivan's trip report. After the three-day training, a system of monthly financial reporting to the home office was established. Ms. Orgocka also completed two additional days of training on programmatic and administrative issues facilitated by the WLR Legal Advisor, Ms. Shkurti. She will attend an in-depth Chemonics financial and operational training during the second week of May in Moscow, funded by Chemonics.

As a part of WLR's approach to monitoring progress on women's legal rights, Ms. Shkurti and Ms. Orgocka monitor newspapers daily and collect relevant articles in a media databank. WLR/Albania developed and distributed questionnaires to civil society organizations and government agencies and is now compiling and analyzing the data. This information will ensure that the project is current on relevant issues and events and prepared to respond to the needs on the ground.

B3. Africa

WLR activities in Africa focus on the Southern Africa region, Madagascar, Benin, and Rwanda. Major activities planned and underway in the Africa region are presented below by country.

B3a. Regional Center for Southern Africa

During this quarterly reporting period, the WLR team finalized the assessment and analysis report for Southern Africa with input from USAID/Regional Center for Southern Africa (RCSA). After consultations with USAID/RCSA, WLR recommended implementing activities from a regional platform. In February 2004, WLR presented a draft regional action plan to USAID/RCSA for comment and review. The draft action plan is designed in such a way that bilateral missions and countries where USAID is not active may benefit. On March 25, WLR Project Director David Vaughn and Legal Specialist Susan Bazilli gave a presentation on the draft plan to staff at USAID/RCSA in Botswana. After the presentation, Lisa Whitley of RCSA described the regional action plan as "very focused for the resources you have." USAID/RCSA also indicated that WLR should focus regional activities in the countries of the Southern Africa Customs Union (SACU), which includes Botswana, Namibia, Mozambique, Lesotho, Swaziland, and South Africa. On March 27, the team briefed USAID/RCSA Democracy and Governance Advisor Keboitse Machangana, who was unable to attend the presentation at the mission, on progress made toward full implementation of WLR in the region. The team discussed the results of interviews conducted in Gaborone, Botswana, for the WLR regional coordinator position. Ms. Machangana invited WLR to present the draft action plan to the Southern Africa Regional Democracy and Governance Officers meeting in Maputo,

Mozambique, on May 20, 2004. This will allow WLR to build consensus around our approach to implementing a regional program in Southern Africa.

In addition to presenting the draft action plan to USAID/RCSA, Mr. Vaughn, Ms. Bazilli, and Ms. Lisa Shooner attended the Civicus World Assembly in Gaborone, Botswana, from March 21 to 26. The assembly, which was conducted for the first time in Africa, attracted 800 delegates from 110 countries, representing civil society, international organizations, donors, government representatives, and multilateral organizations. Over 70 workshops were held with a focus on civil, social, economic, and political justice, encompassing such issues as gender violence, civil-society capacity building, human rights, and HIV/AIDS. WLR sponsored a delegation from Madagascar as well (See section B3b below). The WLR team and the Madagascar delegation collected extremely useful information regarding similar programs and networks that focus on promoting women's rights and strengthening civil society, including strategies and accomplishments of grassroots women's groups in Kenya, Uganda, Rwanda, and South Africa.

After successful meetings in Botswana, the WLR team traveled to South Africa and gave a presentation on WLR and the draft action plan to the Democracy and Governance Team at USAID/South Africa on March 29. A meeting was also held in Pretoria with a representative at the regional office of CEDPA, a WLR subcontractor. CEDPA shared information about a rural radio tool kit it is developing that may be useful to WLR initiatives. The WLR team also met in Pretoria with Mmatshilo Motsei of the Rural Women's Movement. In Johannesburg, meetings were held with Charlotte McLain-Nhlapo of the Human Rights Commission and Dasi Moodley of Joint Education Trust Services, a partner of the Council for Adult and Experiential Learning (CAEL) based in Chicago, Illinois. On March 30, two additional interviews for the WLR regional coordinator position were also conducted in Johannesburg. After consulting with USAID/RCSA and checking references, the WLR team selected Mary Joyce Doo Aphane from Swaziland as the WLR regional coordinator.

On March 31, the WLR team traveled to Cape Town to conduct meetings with the University of the Western Cape's Community Law Centre Gender Project, the University of Cape Town's Faculty of Law Centre on Race and Gender, the Women's Legal Centre, and the Althone Center, a women's shelter on the outskirts of Cape Town. The team also attended the book launch and received a copy of the seminal text on women's legal status under Islam, "Unveiling the Mind: A Herstory of the Historical Evolution of the Legal Position of Women in Islam," by Najma Moosa, Dean of the Faculty of Law at the University of the Western Cape. In addition, the team received a training manual for magistrates on HIV/AIDS law and the social context from the University of Cape Town.

B3b. Madagascar

In January 2004, a draft WLR assessment and analysis report for Madagascar was sent to EGAT/WID and USAID/Madagascar for comment and review. In February 2004, USAID/Madagascar submitted a detailed memorandum to the WLR team with thoughtful comments and suggestions on the draft assessment and analysis report. WLR responded at length, addressing the issues raised by the mission's memorandum. The WLR team conducted follow-up meetings with USAID/Madagascar during a visit in April 2004. Also in April, the

WLR team finalized the assessment and analysis report, drafted a country action plan, and interviewed and hired a local coordinator in close consultation with the mission.

As mentioned above, WLR sponsored four Malagasy women representing key women's organizations to attend the Civicus World Assembly in Gaborone, Botswana, from March 20 to 25, 2004, specifically, Manjatosoa Violette Ranomenjanahary of ARIF, Noro Henriette Raoniarisoa of Maky Madagascar, Jane Aline Diana Razafindrakoto of Collectif des Associations de Femmes de Fianarantsoa (C.A.F.F.), and Mathilde Rabary Ramalalaninina of SOS aux Victimes de Non Droit. These participants were selected in collaboration with USAID/Madagascar. A fifth delegate, Vololona Razifindrainibe of FIEFA/MIRMAD, the Madagascar branch of the International Fellowship of Reconciliation (IFOR), attended with the WLR-funded delegates on behalf of the Swiss Embassy in Madagascar.

At the Civicus World Assembly, the Malagasy delegation exchanged best practices and lessons learned with each other and assembly participants from Africa and elsewhere. Of particular interest to the delegation was the work of ABC Ulwazi (www.abculwazi.org.za) on developing community radio in South Africa. ABC Ulwazi provided the delegation with materials on their successful models, including their recently published handbook entitled "Community Radio- the People's Voice." The handbook, funded by the Ford Foundation, offers clear, accessible guidelines on setting up, managing, and sustaining a community radio station. The book shows how important community radio is as a tool in social and economic transformation, and how it fills the gap between the public and commercial broadcasters, especially at the grassroots level. The book is an excellent reference that offers invaluable theoretical and concrete principles to anyone involved or interested in community radio and rebuilding civil society from the ground up. The delegation also agreed to conduct a series of roundtables discussions and press conferences in April in Antananarivo and Fianarantsoa, Madagascar, on what they learned at Civicus to further disseminate information about best practices and lessons learned in promoting women's legal rights.

B3c. Benin

In February 2004, WLR Project Director David Vaughn and Legal and Gender Specialist Lyn Beth Neylon conducted a two-week assessment and analysis trip to Benin, which included visits to Cotonou (the largest city), Lokossa, Ganvié, and Porto Novo (the capital). Bernice Noudegbessi of USAID/Benin provided critical assistance in identifying individuals and organizations and arranging meetings necessary for collecting information. WLR met with USAID/Benin, government representatives, judges, civil society organizations, particularly women's associations, and international donors. The team also identified and interviewed five candidates for the position of WLR Coordinator for the program in Benin.

The WLR team identified constraints and gaps in women's legal rights and their enforcement in the country as a whole, although the priorities and specific problems vary among the north, center, and south of Benin. Poverty and the oppression of customary law were clearly identified as the cross-cutting issues perpetuating the subjugation of women throughout the country. WLR has begun to identify activities and partners that will have the greatest impact on the status and treatment of women in Benin. The main obstacle identified by every person and group was the ignorance of all sectors of society about women's rights. This lack of knowledge, the team was

told, leads to violence, poverty, uneducated children, unenforced laws, and unprotected rights. Until the government, the judiciary, communities, the general public, and women themselves understand that women have human rights, problems such as illiteracy, lack of economic empowerment and opportunity, violence, limited access to land and property, forced marriage and divorce, and trafficking will continue unabated. Therefore, the WLR country action plan for Benin will focus on human rights education, particularly women's legal rights.

The assessment and analysis visit was carried out with the complete cooperation of USAID/Benin. All programmatic initiatives will fit within the next five-year strategic plan for the mission. The WLR team found the USAID/Benin staff to be knowledgeable about past and current development-related programs in Benin. WLR project activities will be done in collaboration with them to avoid duplication of effort and to supplement and enrich their programs. The WLR team has completed a draft assessment and analysis report and will share it with EGAT/WID, the Africa Regional Bureau, and the mission. Comments and recommendations will be incorporated into the final report and a country action planning trip is scheduled for May 2004.

B3d. Rwanda

The WLR team decided to postpone initiating activities in Rwanda until approximately August or September 2004, when activities in Benin will be underway. Nevertheless, Lyn Beth Neylon continues to collect information on the status of women's legal rights in Rwanda, as well as on the general post-conflict situation there. Ms. Neylon attended two events at the Woodrow Wilson International Center for Scholars, which is hosting a series of activities in commemoration of the 10th anniversary of the Rwanda genocide, which claimed the lives of over 800,000 Tutsis and moderate Hutus. Rwandan President Paul H. Kagame gave an address entitled, "Rwanda – Reflections on Genocide," on the genocide itself, its aftermath, and rebuilding Rwandan society. Another event, "Lessons from Rwanda," a talk by General (Ret.) Roméo Dallaire, former Commander of the U.N. Peacekeeping mission in Rwanda, dealt with geopolitical aspects of the tragedy. Ms. Neylon also attended a talk given at the Center for Human Rights and Humanitarian Law at American University Washington College of Law on the situation in Rwanda 10 years ago and today, which supplied information useful in planning WLR activities.

B4. Asia and the Near East

On March 28 - 29, 2004, WLR Legal Specialist Teresa Cannady was a presenter at the fifth annual international Gender and Development in Southeast Asia conference in Bangkok, Thailand, sponsored by the Women's Action and Resource Initiative (WARI). Ms. Cannady's presentation compared women's legal rights worldwide and the work that the WLR Initiative is conducting in its various locations. The conference theme was Emerging Issues and New Challenges in the more advanced economies of Southeast Asia (Malaysia, Indonesia, Philippines and Thailand) as well as the transitional economies of Indochina (Lao PDR, Cambodia, Vietnam, and Myanmar). Approximately 30 participants from 12 countries attended.

The conference is held to promote exchange of knowledge and experience in Southeast Asian. Presenters included representatives of UNIFEM, ILO, Kieo University in Japan, UNESCO, other regional aid providers, and NGOs. Topics included engendering statistics, women and work,

gender costs of HIV, gender and education, microfinance and business projects for women, the cultural appropriateness of gender mainstreaming, and gender and religion. Time for questions was allotted at the end of each presentation.

While many of the countries in the region are headed by women leaders, they do not necessarily promote a feminist agenda. Many of these leaders came to power as a result of family connections and do not advocate for the rights of women. The theme of “engendering” was prevalent with the recognition that rather than trying to gender disaggregate information, such as statistics, it is more important to “engender” the information and to make it interesting and useful to everyone. Most of the presentations focused on specific countries within the region; presentations by the representative from Mongolia, WLR, and the experience of the international organizations were broader.

Chemonics provided the funding for Ms. Cannady to participate in this program as a part of the company’s professional development program. It was an excellent opportunity to gather more information about the status of women in Southeast Asia and the challenges they face, as well as their approach to resolving those challenges. It was also an opportunity to network, to highlight the work of the WLR Initiative, and to share lessons learned from other regions. It became apparent that the issues women face throughout the world are similar and that we are not alone in the struggle to overcome violence, trafficking, and other forms of discrimination. Consequently, Keio University in Japan is seeking articles to publish on human security issues and this contact will provide an opportunity for WLR staff throughout the world to have a forum for publication.

In her presentation, Ms. Cannady compared the legal status of women in Latin America, Europe and Eurasia, and Africa, highlighting violence, property rights, trafficking, and family law. She discussed the current status of women in those regions, the barriers to achieving equality, the efforts underway by NGOs and international organizations, and the best practices and lessons learned. Ms. Cannady discussed activities underway in each of the three regions and distributed brochures about the WLR program. She emphasized that women need to learn from one another how to overcome common obstacles. She also highlighted WLR’s annual report, Best Practices and Lessons Learned, and the upcoming CD-Rom of laws, information, and best practices worldwide. She encouraged participants to provide copies of any local laws, public awareness campaigns, gender action plans, or other useful items to be included in the CD-Rom.

C. Program Management, Monitoring, and Evaluation

C1. Financial Management and Administrative Systems

Throughout this reporting period, the WLR project management unit (PMU) continued to adhere to and maintain WLR financial and administrative systems. To better meet programmatic needs the PMU made a number of important changes and improvements in each one of the primary task areas listed below:

Financial and Administrative Compliance. To ensure meaningful and accurate financial reporting and effective budget monitoring, WLR, after consultation with the CTO, restructured its financial tracking and reporting systems to better capture country-specific activity costs. With the Chemonics accounting department, the PMU created additional contract line item numbers

(CLINs) to properly reflect and monitor activities in different parts of the globe. From now on, WLR invoices, budget monitors, and all Chemonics tracking systems (phone, fax, photocopy etc.) will reflect and accommodate the following WLR billing structure:

CLIN#1-WLR/General & Administrative
 CLIN#2-WLR/Albania
 CLIN#3-WLR/Guatemala
 CLIN#4-WLR/Southern Africa
 CLIN#5-WLR/Madagascar
 CLIN#6-WLR/Rwanda
 CLIN#7-WLR/Benin

Since WLR may work in up to 20 countries over the life of the project, additional country CLINs will be added as needed.

Subcontractors. WLR has hired Lyn Beth Neylon of MetaMetrics to fill the final legal specialist position on the project. Ms. Neylon joined the team in February 2004.

C2. Project Communications

During this quarterly reporting period, the WLR team continued to disseminate and share information about the project through presentations at USAID regional bureaus and missions as well as participation at numerous conferences and meetings. For example, in February 2004, the WLR team briefed the Africa Bureau on the results of the assessment and analysis visit to Madagascar. WLR Legal Specialist Teresa Cannady presented initial WLR results in Latin America, Eastern Europe, and Africa at a regional gender and development conference in Thailand in March 2004. Finally, WLR has designed and produced a brochure that describes project activities in general and includes region-specific information on Latin America, Europe and Eurasia, and Africa.

C3. Performance Monitoring

During this quarter, a draft monitoring and evaluation (M&E) plan was submitted and approved by EGAT/WID. WLR then worked with a Chemonics' M&E specialist, to finalize a custom database for WLR M&E data collection. The M&E specialist also trained WLR staff to utilize and maintain the system for general project and country-specific monitoring and reporting needs. During the following quarters, the WLR PMU will coordinate with home office legal specialists and field office personnel for each country program to gather data on expected outputs and quantitative impacts, measure progress, and guide project implementation towards achieving its goals.

SECTION II

Timeline of Actions in Quarter Seven

| Activities Planned for April - June 2004 | Estimated Completion Date |
|--|---------------------------|
| Attend the International Women Judges Conference in Uganda | May 2004 |
| Consultations with cognizant technical officer | Ongoing |
| Consultations with USAID regional bureaus | Ongoing |
| Consultations with WLR focus missions in Eastern Europe, Latin America and Africa | Ongoing |
| Consultations with key organizations and donors | Ongoing |
| Country selection consultation with USAID ANE Regional Bureau | Ongoing |
| Albania | |
| Conduct a judicial training for the Serious Crimes Court | April 2004 |
| Conduct management trip | April 2004 |
| Continue training in anti-trafficking, family code, and domestic violence at the Magistrates' School | April-June 2004 |
| Chemonics Europe and Eurasia accountant and project management training | May 2004 |
| Prepare family law bench book | June 2004 |
| Guatemala | |
| Finalize participant recruitment for the diploma program at USAC | April 2004 |
| Start implementation of USAC diploma program | May 2004 |
| Begin public awareness campaign for the Public Ministry | May 2004 |
| Complete prosecutor training for the Public Ministry | June 2004 |
| Southern Africa (RCSA) | |
| Visit Namibia and Swaziland to identify and integrate needs into the draft regional action plan | April-May 2004 |
| Hire regional coordinator and support staff | April 2004 |
| Present draft action plan for comment at regional DG officers meeting in Mozambique | May 2004 |
| Submit final action plan to EGAT/WID and USAID/RCSA | June 2004 |
| Start up regional program | June 2004 |
| Madagascar | |
| Hire local coordinator and support staff | April 2004 |
| Submit final action plan to EGAT/WID and USAID/Madagascar | June 2004 |
| Start up project activities | June 2004 |
| Benin | |
| Submit assessment and analysis report | April 2004 |
| Conduct planning trip to Benin | May 2004 |
| Submit draft country action plan | June 2004 |

SECTION III

Significant Results to Date

Significant results achieved during the sixth quarter include:

Latin America and the Caribbean: Guatemala

- ✓ MOU with USAC law school signed
- ✓ First in series of training programs for prosecutors with the Public Ministry conducted
- ✓ Training of trainers program on gender and the law for USAC law professors conducted
- ✓ New administrative assistant hired

Europe and Eurasia: Albania

- ✓ Three new training courses at the Magistrates' School initiated
- ✓ Family Code brochures prepared and disseminated
- ✓ Training sessions on family code in cooperation with Land O' Lakes program conducted
- ✓ MOUs with the Magistrates' School and Citizens' Advocacy Office finalized
- ✓ New administrative assistant hired

Africa: RCSA, Madagascar, and Benin

- ✓ Draft regional action plan for RCSA prepared and submitted for comment
- ✓ Interviews for regional women's legal rights advisor position conducted
- ✓ Draft assessment and analysis report for Madagascar submitted
- ✓ Madagascar planning trip and interviews for women's legal rights advisor conducted
- ✓ Benin assessment and analysis trip conducted
- ✓ Regional contacts and networks established at the Civicus conference in Botswana

Asia and the Near East

- ✓ WLR program and lessons learned presented at an international conference on gender and development in Southeast Asia
- ✓ Networking opportunities developed as a result of participation at gender conference

Program Management

- ✓ Year II work plan submitted and approved by EGAT/WID
- ✓ Financial monitoring and reporting systems reorganized according to country CLINs
- ✓ WLR brochures designed and printed
- ✓ WLR staff trained on M&E data collection and database input

SECTION IV

Success Stories

Latin America and the Caribbean: Guatemala

In addition to successfully negotiating a Memorandum of Understanding (MOU) with the San Carlos University Law School to collaboratively design and implement a postgraduate diploma program in gender and the law, WLR/Guatemala successfully implemented the first in a series of training programs for prosecutors with the Public Ministry on improving the provision of assistance to victims of domestic violence. Through this series of training programs the Public Ministry will be better able to understand domestic violence as a crime and integrate a gender perspective to protect and enforce women's legal rights.



Europe and Eurasia: Albania

In Albania, WLR successfully launched a “know your rights” campaign on the new family code for rural women. Using informational brochures developed by WLR/Albania that explain the provisions of the Code in simplified language, more than 40 women learned of their rights and responsibilities under the new law. The participants expressed great interest in the new property regimes and suggested organizing additional programs

on women's legal rights in the future. This activity was implemented in partnership with the USAID-funded Land O' Lakes “Star Leaders Project,” which has a network of 10,000 women throughout Albania, especially in rural areas.

Africa

In addition to completing a draft regional action plan for RCSA and an assessment and analysis report for Madagascar, the WLR team successfully initiated activities in Benin. During the assessment and analysis visit to Benin, the WLR team met with Chief Justice Aboudou Saliou, several other justices, and staff of the Supreme Court of Benin. The chief justice invited journalists to cover the meeting. This resulted in very good media coverage for USAID and the WLR project, as well as increased information about the status of women's legal rights in Benin in the national newspapers and on television.

Asia and the Near East: Gender and Justice Conference

WLR Legal Specialist Teresa Cannady's successful presentation of the WLR project at the Women's Action and Resource Initiative's annual conference on Gender and Development in

Southeast Asia provided an excellent mechanism to share lessons learned with development professionals in the Asia region. This also facilitated the development of networking opportunities for further dissemination of best practices to the international donor community on women's legal rights.

SECTION V

Problems with Implementation

In Guatemala, the WLR team in Washington, DC, and the field worked very hard to ensure that changes in government administration and at the University of San Carlos (USAC) Law School do not affect project implementation. Despite delays caused by the election of a new government, which included the appointment of a new attorney general, and the ongoing electoral process for a new dean at USAC Law School, WLR was successful in continuing with the planned activities as outlined in the country action plan. Nevertheless, the WLR team decided to postpone implementation of a proposed U.S.-based study tour with USAC Law School until next fiscal year, when the new dean takes office.

In addition, WLR could not undertake the research project with the University of Landivar Legal Research Institute as presented in the Guatemala country action plan due to the institute's requests to change the already agreed upon terms of reference and increase the budget by more than 80 percent. In an effort to find a suitable alternative, the WLR team met with director of the University of San Carlos Department of History and Anthropology, Lesbia Ortiz, to discuss the possibility that her department conduct the research in a more technically sound and cost-effective manner. WLR will continue negotiations with Ms. Ortiz during the next quarterly reporting period.

The WLR team remains committed to realizing the global scope of the project and hope to begin the process of country selection, program design, and implementation in the Asia and Near East (ANE) region. In the meantime, we are pleased to report on WLR Legal Specialist Teresa Cannady's participation at a regional conference on the status of women in Southeast Asia, where she presented the WLR program and its successes in other parts of the world. The team attempts to maintain an open channel of communication with the ANE Regional Bureau, but constructive guidance or feedback is needed to begin a dialogue on cooperation between the bureau and the WLR team.

SECTION VI

Adjustments to Plan

There were no significant adjustments to the plan for the sixth quarter. However, a number of discrete activities planned for this quarterly reporting period in Albania and Madagascar will actually take place early in the seventh quarter; specifically, a judicial training program for the newly established Serious Crimes Court and the preparation of a family law bench book in Albania as well as a planning visit and submission of an action plan in Madagascar.

All preparations have been made for the Serious Crimes Court training program, including the identification of trainers and the design of the program, which will be conducted in April 2004. Also, an expert has been identified and a scope of work prepared for the preparation of the family law bench book. It will be completed in May.

The planning visit to Madagascar took place in April 2004 during which members of the WLR team worked with USAID/Madagascar and local partners to develop a draft action plan, to be submitted in May.

ANNEX B

ALBANIA: WOMEN'S LEGAL RIGHTS INITIATIVE
OF THE WOMEN IN DEVELOPMENT IQC
ZEYNEP SULLIVAN, CHEMONICS FIELD ACCOUNTANT FOR EUROPE AND EURASIA
TRIP REPORT: FEBRUARY 15 - 20, 2004

Contract No. GEW-I-00-02-00016-00

Submitted to:
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USAID/Washington, D.C.

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CONTENTS

| | | |
|-------------|---|---|
| SECTION I | Travel Dates, Destination(s), and Purpose | 1 |
| SECTION II | Training | 2 |
| SECTION III | Main Contact, Recommendations, and Conclusion | 3 |
| | A. Main Contact | |
| | B. Recommendations | |
| | C. Conclusion | |

SECTION I

Travel Dates, Destination, Purpose, and Introduction

A. Travel Dates, Destination, and Purpose

This trip report summarizes the activities completed during my visit to Tirana, Albania, from February 15 - 20, 2004.

The purpose of this assignment was to establish the project's field accounting systems and train the administrative assistant/accountant, Manjola Orgocka, in these systems, including QuickBooks accounting software.

B. Introduction

The USAID Women's Legal Rights Initiative (WLR) is a task order under the Women in Development (WID) Indefinite Quantity Contract (IQC), which was signed by Chemonics International Inc. on September 30, 2002. The WLR project team, in coordination with the USAID/Albania mission and the Europe and Eurasia regional bureau selected Albania as a focus country for WLR activities in the Europe and Eurasia region.

The Women's Legal Rights Initiative (WLR) is designed to strengthen and promote women's rights by providing opportunities for women to participate in the economic, social, and legal process.

As of February 20, 2004, the project had one long-term local professional, Emira Shkurti, and one local support employee, Manjola Orgocka.

SECTION II

Training

During my visit in Tirana, Manjola was trained on the major processes, procedures, functions, and responsibilities of the project accountant position. The following is the day-by-day summary of the activities.

Tuesday, February 17th

- Review the relationship between PMUs and Finance/Field Accounting in the HO
- Functions and support services FA provides to the PMU and local accounting staff in the project offices
- Overview of the locals and invoicing process, from submission of locals to invoice delivered to client
- Overview of the accounting period for the FO, backdating problems, and end-of-month closing in the local accounting books
- Overview of Chemonics' Chart of Accounts for the HO and the FOs (assets, liabilities, COGS, overhead expenses)
- Overview of sub-account structure (billable codes, PMU codes, NB codes, CLINs)
- Overview of PIN numbers for HO employees, ST and LT Professionals, locals support, and how to request them
- Introduction and review of Chemonics' best practices.
- The following items emphasized:
 - Review and approvals from the COP/Project Administrator
 - Bank account reconciliation (preparation and submission)
 - Petty Cash (review and reconciliation); necessary forms were provided.
 - Monitoring of overhead transactions and the submission to FA of overhead transactions back-up
 - Cash management practices, voided checks
 - Copy of the FA manual was given to Manjola

Wednesday, February 18th

- QuickBooks Pro 2004 was installed and registered.
- Introduction to QuickBooks and best practices
 - How to add, edit, delete from the Customer Job, Class #, and Chart of Accounts screens
 - General use of transaction screens: checks, general journal, deposit, etc.
 - Preparation of reports (emphasis given to Trial Balance and Transaction Detail by Account)
 - Examples of transactions (using Memos, PIN #s, CLIN, etc.)
- Began the preparation of locals

Thursday, February 19th

- Continuation of Chemonics' best practices
 - Accounting file, record keeping and timesheets
 - Per diem, travel authorizations, and travel advances
 - Approvals from USAID mission
 - Procurement, purchase requests, and disbursement of funds
 - Introduction and use of the SER
 - SER importance and help from the FO to obtain accurate exchange rates
 - How to calculate ER gains/losses
 - Use of the double database
 - Examples of transactions using two bank accounts, one account, bank charges, etc.
- Finished entering all previously made transactions
- Created a project filing system
- Final review and summary of procedures, rules, and regulations

SECTION III

Primary Contact, Recommendations, and Conclusion

A. Primary Contact

My primary contact during this visit was Manjola Orgocka. I also had meetings with Ms. Emira Shkurti to keep her informed of my activities and the progress of my tasks.

B. Recommendations

1. Local Government tax law should be followed carefully. During my trip, I noticed that personal income tax /social insurance tax (November and December 2003) were not paid to the local government. I advised that all the outstanding taxes should be paid to the local government immediately. I also notified PMU about this situation.
2. Special attention should be paid for obtaining proper approvals. PMU and Manjola were advised on this subject.

C. Conclusion

Manjola has adequate knowledge of accounting and she is also familiar with QuickBooks. She is a pleasant person to work with. I would like to emphasize the need for Manjola to pay close attention to detail and to proofread all transactions prior to submission. Overall, the project is in competent hands and I don't anticipate problems with any areas of file maintenance, documentation, reporting, obtaining proper approvals, and/or data entry into QuickBooks.